

Work Group: KEN Executive Committee Meeting

Date	10/3/06	Time	1:30pm
Facilitator	K. Ann Riggs	Scribe	Teresa Tackett
Location	3 rd floor Conf. Rm. Capital Plaza Tower	Call-In #	

Agency / Attendees / Role

Educ.	Laura E. Owens	Exec. Committee Member
KDE	Gene Wilhoit	Exec. Committee Member
CPE	Dr. Tom Layzell	Exec. Committee Member
EPSB	Dr. Phil Rogers	Exec. Committee Member
Finance	John Farris	Exec. Committee Member
Educ.	Ann Riggs	Chairperson, ITC Committee Member
COT	Tom Ferree	ITC Committee Member
CPE	Allen Lind	ITC Committee Member
KDE	David Couch	ITC Committee Member
CPE	Miko Pattie	Chairperson, Application Subcommittee
KDE	Tim Sizemore	Chairperson, Network Subcommittee
LRC	Janie Miller	Guest
KET	Michael Clark	Guest
LRC	Greg Rush	Guest
GOPM	Glenna Mays	Guest
KDE	Robin Morley	Guest
Educ.	Ann Guarnieri	Guest
Educ.	Jeff Mosley	Guest
LRC	Tom Willis	Guest
OEA	Pam Young	Guest
OEA	Sabrina Olds	Guest
KDLA	Skip Hunt	Guest
Educ.	Sally Hamilton	Guest
KDE	Robin Kinney	Guest
LRC	Ruth Webb	Guest
COT	Mark Rutledge	Guest

Agenda/Decisions

Item:	KEN Update	Decision(s)
1	Sec. Owens called the meeting to order stating that due to the interest and commitment of all the agencies, we are able to present a working budget that meets all of the needs of this project.	
Item:	Committee Reports to Executive Committee	Decision(s)
2	<p>Ann Riggs – Chairperson, ITC Committee</p> <p>Ann reported that on 6/19/06, the IT Committee Members were given the charges of assembling two subcommittees for the KEN Project, and producing a Implementation/Business Plan to begin the KEN Project; both of which have been completed. The Network Subcommittee and the Applications Subcommittee have been established and we now have the Project Plan which includes the budget for the project.</p> <p>Ann asked the Executive Committee's approval to move forward on this budget, (approving bottom line numbers)</p> <p>The Project Plan is a working document and is currently in version 6. The updated version can always be found on the website at www.ken.ky.gov</p> <p>Tim Sizemore – Chairperson, Network Subcommittee</p> <p>Tim generated a report that stated the Network Subcommittee Charge, Membership, Completed Tasks, Active Project Tasks, and Future Project Tasks.</p> <p>Miko Pattie – Chairperson, Applications Subcommittee</p> <p>Miko generated a report that stated the Applications Subcommittee Charge,</p>	<p>Ann indicated that the Network Subcommittee may eventually phase out but the Applications Subcommittee will be a long standing committee and may eventually spin into an additional committee.</p> <p>Sec. Owens motioned for approval, Sec. Farris 2nd the motion...no objections were heard and the budget was approved.</p> <p>Tim indicated that now, with the procurement in place, they are working everyday on design.</p>

	Membership, and a DRAFT set of guidelines for KEN Applications.	
Item:	Other Business	Decision(s)
3	<p>Ann asked the Executive Committee if the IT Coordination Committee is meeting expectations up to this point with this project? The Executive Committee members responded positively.</p> <p>The Business Plan is a living document, and will be updated regularly. Ann reminded participants to check the www.ken.ky.gov web site frequently for updates.</p> <p>Approval of the Subcommittee's charges and guidelines were tabled for now, until further identified for the Executive Committee.</p>	<p>The Executive Committee put forth the motion, and a 2nd, to approve the Business plan. No objections were heard and the business plan was approved.</p>
Item:	Open Discussion	Decision(s)
4		

Other Discussions

New/Other Business – Discussions and Decisions:

Next Steps

Action Items Assigned in this Meeting:

Review Subcommittee charges for refinement.
 Move forward with network design and procurement.

Next Meeting	Agenda Items Suggested and/or Moved Forward
	Items:
<p>Exec. Committee will be prepared to present to A & R on 10/18/06 if KEN is on the agenda. To date, KEN is not on the 10/18 agenda.</p> <p>The next quarterly meeting is in January - TBD</p>	

KPID = Key Point(s) Influencing Decision (e.g. timing, funding, access, security issues, MoU or other signatory approval needed, etc.) will be noted as and if they apply to individual decisions.